

Polling and Counting Manual for Referendum Officials

2011 Southern Sudan Referendum



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Message from the Southern Sudan Referendum Commission

To Every Referendum Official:

The Southern Sudan Referendum Commission (SSRC) would like to thank all staff participating in this important and historical Referendum in Sudan, and all those of you who gave an exemplary performance during the voter registration and exhibition processes.

This Guide contains detailed information on polling and counting procedures. All referendum officials are required to make themselves familiar with the procedures in this guide for a successful and smooth implementation of the 2011 Referendum for Southern Sudan. It is advisable that you go through this Manual very carefully before the polling process starts.

Our goal is to conduct a free, fair and transparent referendum. Referendum officials must guarantee that they will:

- Abide by the Southern Sudan Referendum Act of 2009, and related rules and regulations governing the Referendum.
- Maintain transparency and impartiality at all times.
- Maintain the secrecy of the vote and protect the privacy of voters' personal information.
- Count and report the results of the voting at the Referendum Centre accurately and promptly.

It is our belief that you will uphold the confidence vested in you by the Southern Sudan Referendum Commission.

Thank you once again for your time and service during this important juncture.

Best wishes for a successful, free and fair Referendum process.



General Principles of the Referendum

- The 2011 Referendum is being conducted to provide the people of Southern Sudan with the choice to vote for the confirmation of the unity of Sudan or the secession of Southern Sudan, as stipulated in the "Comprehensive Peace Agreement" (CPA).
- Each voter must vote in person. Voting on behalf of another person is not allowed.
- The vote is secret. The presence of more than one voter at a time behind the voting screen is not permitted, except when a voter with disabilities requires assistance.
- Voters must vote in the Referendum Centre where they have registered. Only those registered voters in possession of a Voter Registration Card issued by that Centre are allowed to vote.
- Each voter must mark his/her ballot paper with their thumbprint behind the voting screen provided for this purpose.
- To prevent double voting, Voter Registration Cards will be punched and indelible ink will be applied on the left index finger of the voter.
- The elderly, people with disabilities and pregnant women must be given priority.
- Those who are already queuing at the time the Referendum Centre closes must be allowed to vote.
- Accredited observers and media representatives must be allowed to observe the polling and counting processes at all times.



About the Referendum

What is the Legal and Regulatory Framework of the Referendum?

The 2011 Referendum for Southern Sudan is provided for by the CPA, the "Interim National Constitution of the Republic of the Sudan", the "Interim Constitution of Southern Sudan" and regulated by the relevant Regulations promulgated by the SSRC.

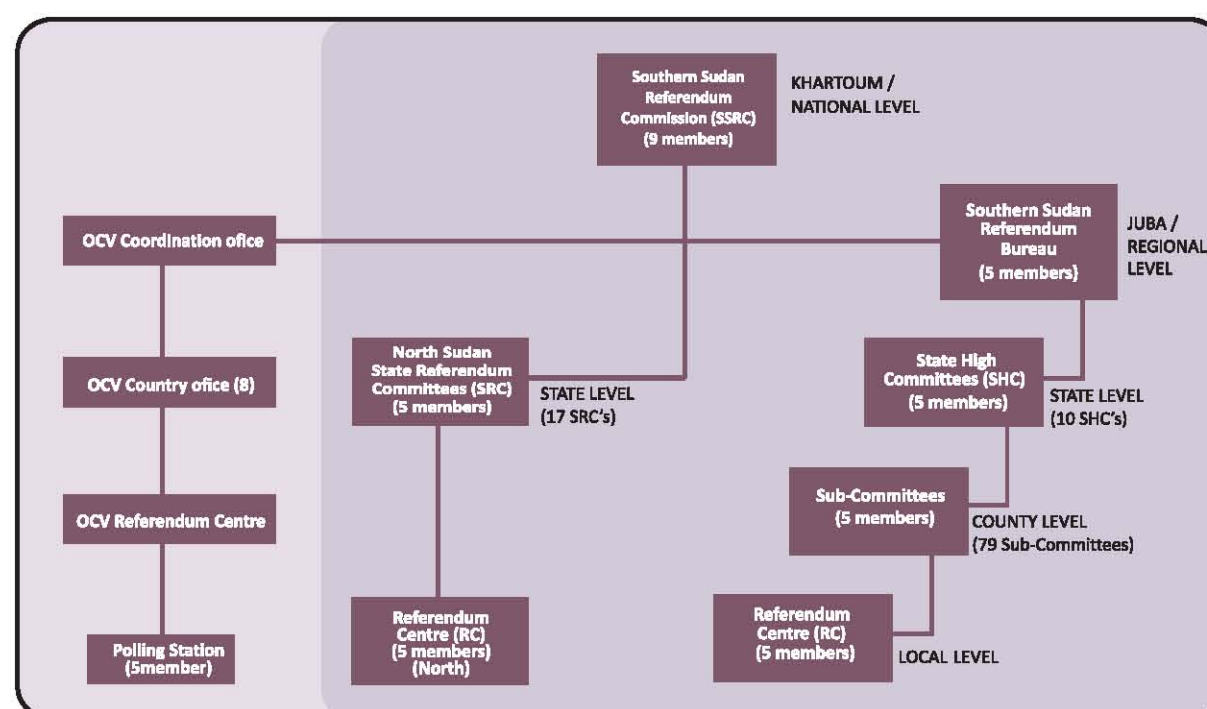
Who administers the Referendum?

The Southern Sudan Referendum Commission (SSRC) is the only body legally mandated with organizing the Referendum, in cooperation with the Government of Sudan and the Government of Southern Sudan. **The SSRC is an independent body**, with its Headquarters in Khartoum.

The SSRC organizes the Referendum through:

- The State Referendum Committees in Northern Sudan,
- The Southern Sudan Referendum Bureau (SSRB), the State High Committees and the Sub-Committees in Southern Sudan, and
- The Out of Country Voting (OCV) Program for the eight designated countries

The diagram below illustrates the structure of the SSRC and OCV





The SSRC is located in Khartoum and is mainly responsible for policy decisions and for defining rules and procedures.

The SSRB is located in Juba and is responsible for the operational aspects related to the conduct of the Referendum in Southern Sudan.

In Southern Sudan, the State High Committees (SHC), located at the state's capital level, supervise the Sub-Committees, and serve as the link between the SSRB and the Sub-Committees.

The Sub-Committees, located at the county level, receive polling and counting materials from the respective SHC and deliver them to the Chairpersons of the Referendum Centres and carry out other duties related to implementation of the Referendum in the counties.

Note: In Northern Sudan, where no Sub-Committees are established, their functions are performed by the State Referendum Committees (SRC) based in the states' capitals.

How is Out-of-Country Voting (OCV) Structured and Managed?

The Out-of-Country Voting process is taking place in eight countries, namely: Australia, Canada, Egypt, Ethiopia, Kenya, Uganda, the United Kingdom and the United States.

For the OCV process, polling and counting is expected to take place in Polling Stations located within each OCV Referendum Centre.

OCV Referendum Centres report to the respective OCV Country Offices established in each of the eight countries. OCV Country Offices report to the OCV Coordination Office which, in turn, reports to the SSRC.

OCV Referendum Centre Management:

OCV Referendum Centre staff are responsible for the overall management and operation of the Centre.

Each OCV Referendum Centre is staffed by:

- The Head of the OCV Referendum Centre.
- Two OCV Referendum Centre staff.
- Five Polling Station Staff per Polling station (there will be several stations inside some of the Referendum Centres).

The Head of the OCV Referendum Centre manages the Centre, supervises the Centre's staff and reports to the OCV Country Office and is responsible specifically for the following:

- Receiving materials from and sending materials to the OCV Country Office.
- Distributing and retrieving materials to and from the Polling Station Chairperson.
- Supervising the work of all OCV Referendum Centre staff and keeping attendance sheets for all RC and Polling Station staff.



- Keeping a Journal which records the OCV Referendum Centre Code, names of accredited persons visiting the OCV Referendum Centre, the number of voters from each Polling Station, and any incidents or events significant to the OCV Referendum Centre's operation
- Maintaining order in the OCV Referendum Centre.
- Accounting for and securing all materials including documents and forms.
- Keeping track of the consumption of the polling and counting materials.
- Liaising with the Security Personnel to ensure 24 hour security of the OCV Referendum Centre.
- Reporting daily to the OCV Country Office.

OCV Referendum Centre staff assists the OCV Head of the Referendum Centre.

OCV Polling Station staff will perform the same duties as the Referendum staff in this manual, i.e. Chairperson, Queue Controller, Identification officer, Ballot Paper Issuer, Ballot Box Controller /Inker.

When is the Referendum Taking Place?

The Referendum Act establishes that the Referendum will take place over a period of seven days from the 9 to the 15 January, 2011 .

The SSRC may consider the possibility of an extension of the polling period, if and when this measure is deemed necessary.

What are the Polling Hours?

The SSRC has established that, for each polling day, the Referendum Centres will open at 8 AM and close at 5 PM. The polling hours for the OCV process may differ from the established ones, based on specific local conditions.

Who Can Vote in the Referendum?

All eligible Sudanese from Southern Sudan whose name appears in the Final Referendum Register of a given Referendum Centre, and who display an official Voter Registration Card that has been issued by that Centre.

Where to Vote?

Registered voters are requested to present themselves in person at Referendum Centres specifically established for polling purposes within each geographical area.



These Referendum Centre are located at the same place where registration took place. The SSRC will communicate eventual changes of locations, if any.

Registered voters can only vote at the Referendum Centre where they were registered, as their Voter Registration Card's serial number must match with the serial number of the corresponding Entry in the Registration Book.

OCV: A Polling Station in the OCV countries functions in the same way as a Referendum Centre inside Sudan.

Who works in a Referendum Centre?

A Referendum Centre is managed by the following five officials:

1. The Chairperson of the Referendum Centre;
2. The Queue Controller;
3. The Identification Officer;
4. The Ballot Paper Issuer;
5. The Ballot Box Controller / Inker.

What are the duties of the Referendum Centre Officials?

The main duties of the Chairperson of the Referendum Centre are:

- At the beginning of the process, and whenever needed, receive materials for polling, and keep them safe AT ALL TIMES.
- Ensure that the Referendum Centre staff know the polling/counting procedures, and instruct the staff, when needed.
- Set up the Referendum Centre assisted by the polling staff.
- Ensure that every polling day starts on time, at 8am.
- Supervise Referendum Centre staff to ensure that correct procedures are followed, and that sensitive materials are accounted for at all times.
- Resolve problems, if any, according to the procedures established by the Act, Rules and Regulations.
- Refer issues which cannot be resolved within the Referendum Centre to the Sub-Committee, as the case may be.
- Assist voters with disabilities when necessary.
- Ensure that order is maintained inside and outside the Referendum Centre.
- Ensure the Referendum Centre is closed after the last voter in the queue voted, and ensures that all



Chairperson



boxes are sealed and the seals' serial numbers recorded.

- Fill ALL polling and counting forms accurately.
- Record in the Journal any incidents or disturbances which occurred during the day at the Referendum Centre.
- Record in the Journal any complaints and the way in which those are resolved.
- Assist the complainant to fill a Complaint Template, if requested.
- At the end of polling, declare the polling closed and ensure that the Referendum Centre is ready for counting.
- Immediately after the Referendum Centre is closed, begin a thorough and accurate counting of the votes cast and record the results.
- After completion of sorting and counting, display a copy of the Results Form at the Referendum Centre, and declare the results.
- Report the results of the Referendum Centre in an accurate and timely manner to the Sub-Committee.
- Ensure that all sensitive materials are ready for transportation to the Sub-Committee after all operations have been completed at the Referendum Centre.

The main duties of the Queue Controller are to:

- Control the entrance and exit of the Referendum Centre so that only authorized persons enter the Referendum Centre.
- Ensure that the queue is maintained in an orderly manner throughout each polling day.
- Give the elderly, disabled and pregnant women priority in the queue.
- Check that those in the queue have a Registration Card.



Queue Controller

The main duties of the Identification Officer are to:

- Verify that each voter reporting to the Referendum Centre to vote has not already voted.
- Locate the voter's Entry using the serial number of the Voter Registration Card in the Referendum Register of that Referendum Centre.
- Ensure the voter thumbprints the Entry in the Referendum Register.
- Put a line through the name of the voter in the Referendum Register.



Identification Officer



The main duties of the Ballot Paper Issuer are to:

- Punch the voter's Registration Card to prevent it from being used another time.
- Validate the ballot paper using the SSRC validation stamp
- Issue the ballot paper to the voter.
- Direct the voter to a vacant voting screen.



Ballot Paper Issuer

The main duties of the Ballot Box Controller / Inker are to:

- Guard the ballot box to ensure that all voters deposit their ballot paper before leaving the Referendum Centre.
- Ensure that the voter's finger is inked with indelible ink immediately after voting and before leaving the Referendum Centre'.
- Ensure that each voter leaves the Referendum Centre after being inked



Ballot Box Controller / Inker

Who can be Present in the Referendum Centre?

The following persons are authorized to access the Referendum Centre:

- Voters registered at that Centre;
- Relevant SSRC/B Staff carrying the official SSRC accreditation;
- Accredited international and domestic observers;
- Media representatives with valid press accreditation;
- Other persons authorized to be present by the SSRC/B;
- Members of the Security Personnel assigned to provide security at the Referendum Centres, ONLY if requested by the Chairperson of the Centre.

The above categories of individuals, with the exception of voters, may stay overnight at the Referendum Centre, if they wish to ensure the safekeeping of the polling materials.

It is mandatory for Security Personnel officers to remain at the Referendum Centre overnight.



What is the Role of Accredited Observers and the Media?

Observers help to ensure that the Referendum is conducted with transparency and credibility.

Mass media are close partners in the SSRC's efforts to disseminate timely and accurate information to voters, as well as relevant and effective messages to the population on the basis of principles of fairness and equality.

All the above representatives - who possess the official SSRC accreditation - must be granted unrestricted access to the Referendum Centres AT ALL TIMES during the polling and counting processes to perform their respective tasks.

The Chairperson of the Referendum Centre may decide to limit the number of observers and media representatives to be simultaneously present in the Centre, by alternating their presence, when overcrowding impedes the smooth flow of the polling process or a transparent conduct of the counting activities.

Can Voters with Disabilities be assisted to Vote?

It is the policy of the SSRC to make the voting process as easy and convenient as possible for persons with disabilities.

Voters with a disability (and those escorting them, if any), elderly and pregnant women should be given priority and allowed to proceed to the front of the queues.



Voters who may need assistance to vote also include:

- The blind;
- Persons physically incapacitated to mark the ballot paper;
- The elderly.

Such persons can be assisted by their escort or by a person of their choice. If a person without an escort requests assistance, the Chairperson of the Referendum Centre can provide assistance by accompanying the person in need behind the voting screen, and by assisting him or her in marking the ballot paper, according to the person's preference.

The Chairperson of the Referendum Centre must not disclose, by any means, the person's choice.

Illiterate voters may ask the Ballot Paper Issuer to read aloud and point to the two options upon issuance; they must not be accompanied behind the voting screen.

What are the arrangements for the Security of the Centre and the Safety of the Materials?

Officers from the Security Personnel must always be stationed **outside** the premises of the Referendum Centres, unless their presence is required **inside** by the Chairperson of the Referendum Centre. Their duty is to provide security to ballot boxes and other sensitive materials that, at the end of each polling day, are stored overnight at the Referendum Centres.

Officers from the Security Personnel are on duty until the counting of votes has been completed and the polling materials have been retrieved to the State Referendum Committee in Northern Sudan, and to the Sub-Committee in Southern Sudan.

When the Referendum Centre Staff are closing the ballot box/es, they must use the appropriate security seals, which are plastic pull-through strips that, once engaged, can only be released by being cut off. These seals guarantee that the boxes remain sealed and that are not tampered with at any stage of the process. Each seal has a unique serial number; it can be recorded by all accredited observers, so they can notice if the seal has been replaced.

What Offences could occur during the Referendum?

Offences are breaches or violations of the Southern Sudan Referendum Act 2009 and of the Regulations for the polling, counting and results tabulation issued by the SSRC.

Offences consist in contraventions that can occur during the polling process, or during the sorting and the counting of the ballot papers or the aggregation of the Referendum's results. Offences may include: impersonation, infringement of the secrecy of the vote, any obstructions of the established procedures and other illegal practices.

A person who is convicted of committing an offence or an infringement of the polling, counting or result



tabulation procedures can be sentenced to imprisonment for a term not exceeding two years or with a fine to be determined by the competent court or with both, as provided in the Referendum Act.

How can a Complaint be lodged and by whom?

If a registered voter believes that any established procedure in the polling or counting process has been infringed, he or she is allowed to submit a complaint to the Chairperson of a given Referendum Centre.



The Chairperson of the Referendum Centre must try to immediately resolve the case in compliance with the established procedures and regulations:

- If the Complainant is satisfied with the Chairperson's decision, the case is closed and no further action is needed.

If instead the Complainant is dissatisfied with the Chairperson's decision, then the Chairperson of the Referendum Centre must record the complaint following the "Record of Complaint" template provided in the Referendum Centre Journal (see Annex 5) and using the blank sheets of paper that have been provided for this purpose.

To record a complaint, the Chairperson of the Referendum Centre has to:

- * Following the guidelines provided in the "Record of Complaint" template, draft two identical copies of the complaint;
- * Sign each copy of the complaint;
- * Request the Complainant also to sign each copy;
- * Stamp both copies;
- * Provide the Complainant with one of the two (identical) copies.
- * Inform the Complainant that he or she may lodge a formal appeal at the relevant court, if he or she wishes to do so.

The Court's decision on the Complainant's appeal is final.

OCV – Complainants can lodge an appeal to a Consideration Committee.



How are Votes going to be counted and Results announced?

All votes cast during the Referendum's 7-day polling period are counted by the Referendum Centre's Officials immediately after the Chairperson of the Referendum Centre has declared the polling process closed.

Once the counting process is completed and the results have been finalized and entered in the Result Form, the Chairperson of the Referendum Centre declares the results of the voting at that Referendum Centre, also displaying a copy of the Result Form (Counting and Polling Report) at the Referendum Centre.

Once a copy of the Result Form has been displayed at the Referendum Centre, the following process has to take place:

- The Chairpersons of each Referendum Centre personally deliver the Result Forms to their relevant Sub-Committee;
- Each Sub-Committee aggregates the results received from every Referendum Centre in that County and transmits the county-level aggregated results to the respective State High Committee;
- Each State High Committee aggregates the results for every Sub-Committee in that state and transmits the state-level aggregated results to the SSRB;
- The SSRB receives and aggregates the results for every state in Southern Sudan and transmits the aggregated results to the SSRC;
- The SSRC aggregates the results received from the SSRB, the Referendum Centres in Northern Sudan and the OCV Program.

The official, final results for the Referendum are announced by the Southern Sudan Referendum Commission in Khartoum.

OCV Polling Stations follow the same polling and counting procedures implemented by the Referendum Centres inside Sudan.



Rights and Responsibilities of Accredited Observers

Registered political parties have the right to have their representatives accredited as domestic observers.

As accredited observers, political party representatives can observe all aspects and phases of the Referendum process and report any misconduct to their party.

Party representatives are issued identical badges identical to those issued to domestic observers; they will not be distinguished as party representatives. They are considered to all effects as domestic observers.

While inside the Referendum Centre, domestic and international observers must follow the instructions of the Chairperson of the Referendum Centre.

Rights of the Observers

Observers have the following rights:

- Observe all stages of the voting and counting processes, except voters casting their ballot paper.
- Take notes during the voting and counting processes.
- Speak to the Chairperson or other Referendum Centre Officials; ask questions, without disrupting their work.
- Draw to the attention of the Referendum Centre's Officials any irregularity they have observed.
- Enter and leave the Referendum Centre/s at will, except during the duration of the counting process.

Responsibilities of the Observers

Observers have the following responsibilities:

- Display the official SSRC accreditation badge at all times.
- Behave appropriately during the voting and counting processes.
- Be neutral and non-partisan.
- Not interfere with or influence voters.
- Not intimidate the Referendum Centre's Officials.
- Not touch or handle any polling and counting materials, including ballot papers and the Referendum Register.
- Abide by any decision made by the Chairperson of the Referendum Centre.



International and National Observers



Getting ready for the Polling Process

This chapter describes the materials used for polling process, and also refers to organizational arrangements for the Referendum Centres so that the Referendum process can be conducted as transparently and efficiently as possible.

Delivery and Receipt of the Polling and Counting Materials

The Sub-Committees receive the polling and counting materials from the State High-Committees and are responsible for delivering them to the Chairpersons of all Referendum Centres located in their given County.

Each Referendum Centre is provided with one Referendum Centre Kit (see contents in Annex 1). The Referendum Centre Kit includes all non-sensitive items required to carry out the polling and counting processes in a Referendum Centre.

Each Chairperson of the Referendum Centre must carefully check the materials that he or she has received by using the Material Transfer Form - Distribution (see Annex 2). Once he or she has verified that the quantities of materials received correspond to what is indicated in the form, the Chairperson must sign for the Material Transfer Form. In case some materials are missing, the Chairperson of the Referendum Centre must immediately notify the Sub-Committee to obtain what is missing.

OCV: For the delivery and retrieval of polling materials in the OCV process, the materials will be delivered from the OCV Country Offices to the OCV Referendum Centres and then to Polling Stations (and back).

Description of the Polling and Counting Materials

The polling and counting materials to be used for the Referendum are categorized as sensitive or non-sensitive items. Both sensitive and non-sensitive materials are crucial to the efficient conduct of the Referendum process.

Due to their specific nature, if sensitive materials are damaged, destroyed or go missing, they could have a serious impact on the conduct of the Referendum process.

Non-sensitive materials are also important and necessary but, if damaged or destroyed, they may have a limited impact on the Referendum process. They must, however, be replaced as soon as possible.



Sensitive Polling Materials

Sensitive polling materials to be used in the Referendum are:

The Ballot Paper:

The ballot paper designed and issued by the SSRC is used for the purpose of voting at each Referendum Centre.

Southern Sudan Referendum 00000001
Southern Sudan Referendum Commission
 مفوضية استفتاء جنوب السودان

Southern Sudan Referendum Commission
 مفوضية استفتاء جنوب السودان
Southern Sudan Referendum
استفتاء جنوب السودان

Put a Fingerprint on the Symbol of the option of your choice, or the circle next to it
 ابعصم على الرمز المخصص لخيارك المفضل أو الفراغ الموازي له

Unity الوحدة		
Secession الانفصال		

Each Referendum Centre receives a number of ballot paper booklets that is equivalent to the total number of registered voters allocated to that Referendum Centre, plus at least an additional 10%.

Ballot papers are bundled in booklets of 100 ballot papers each, with numbered stubs. Any movement of ballot papers from the State High-Committees and the Sub-Committees to the Referendum Centres must be carefully documented using a Material Transfer Form.

The Final Referendum Register:

Each Referendum Centre is provided with its own Final Referendum Register that comprises: the Registration Book/s (the original copy of the Book), the List of Deletions; the List of Corrections; and the Court's decisions, if any.

The Registration Book is arranged numerically and each registered voter reporting to vote at the Referendum Centre can be identified by the serial number of his/her Voter Registration Card, which must match with the serial number of the corresponding Entry in the Registration Book.



Deletions and corrections, if any, are recorded by the Chairperson in the Registration Book/s, as follows: the Chairperson records the relevant information on a blank piece of paper and attaches that paper with a clip to the corresponding page of the Registration Book. The Lists of Deletions and Corrections are kept by the Chairperson.

Note: The Lists of Deletions and Corrections cover all the deletions and corrections that have occurred in a given Referendum Centre.

In case there are numerous deletions and corrections, the corresponding Lists could be photocopied and inserted into the relevant Registration Books. If there are only a few, it is advisable to record the information on a blank paper and attach it to the relevant Registration Book/s. The Chairperson has to decide what is the most efficient and feasible method to use. The Registration Books must not be marked.

The Official Stamp:

The Official Stamp is used to validate the ballot papers at the moment of their issuance to the voter.

This procedure is important because ballot papers with no stamp will be considered invalid.

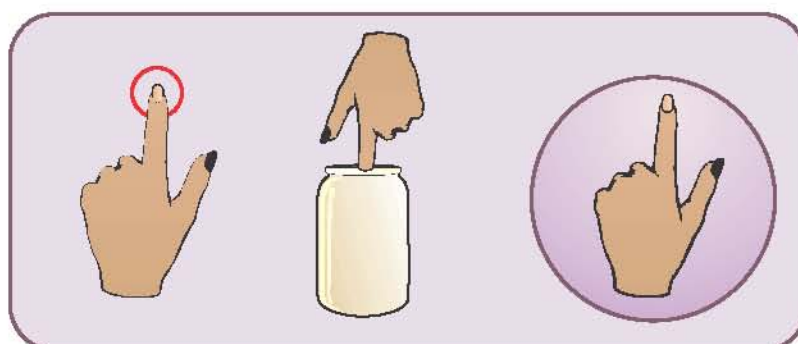


The Indelible Ink:

Each Referendum Centre is provided with sufficient quantity of indelible ink to mark the fingers of voters who have been registered at that Referendum Centre.

This procedure is important because it ensures that a voter can vote only once.

After casting the ballot paper, each voter must dip his or her left index finger in the bottle containing the indelible ink.





Essential and Non-Sensitive Polling Materials

The Ballot Box:

Each Referendum Centre is provided with two ballot boxes. Referendum Centres may receive extra boxes, to be used if the two ballot boxes fill up.

The ballot box's cover has a slot through which each voter has to insert his or her marked ballot paper. This slot has a lid that must be sealed after the Referendum Centre is declared closed at the end of every polling day and at the end of the polling period.

Each ballot box is designed so that the cover can be secured with security seals to prevent tampering.



The Voting Screens:

To ensure the integrity of the process and the secrecy of the vote, all Referendum Centres are provided voting screens. The use of voting screens facilitates efficient, orderly and secret voting.

Thumbprint pads for marking the ballot papers must be placed inside each voting screen.

When arranging the layout of the Referendum Centre, voting screens must be positioned in such a way that it is impossible for anyone present inside the Referendum Centre - or in its immediate external vicinity - to see how a voter is voting.

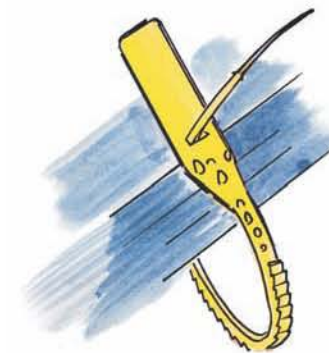


The Security Seals:

Seals are plastic pull-through strips that, once engaged, can only be released by being cutting off. Seals are used to lock the ballot boxes and therefore to guarantee that the boxes remain closed, and are not tampered with, at any stage of the process, or during transportation. To close, seals should be pulled firmly.

At the end of each polling day, as soon as the last voter cast his/her ballot paper, the ballot box is sealed with a new slot seal.

Each seal has a unique serial number that is recorded on a specific form called "Record of the Seals". This form keeps track of all the seals used in a given Referendum Centre during the entire polling process. Accredited observers who have witnessed the box's sealing process may sign the Form.





The Security Stickers:

These stickers are stuck on the Ballot Box on the first day of polling and on every ballot box that is used for the polling process.



The Hole Puncher:

The hole puncher is used by the Ballot Paper Issuer to punch holes into each Voter Registration Card to prevent that card from being used again and, thus, prevent double voting.

The Referendum Centre Polling Journal:

The Journal is used to record routine as well as extraordinary events. The Journal is composed of the following forms and templates:

- The "Material Transfer" Form. This form is printed separately and is used to keep track of all polling materials handed over and received. The copy given in the journal is to record any movement of materials inside the Referendum Centre during polling days (if any).
- The "Record of Seals" Form. This form is used to record the serial numbers of the seals used to seal the ballot boxes.
- The "Record of Complaint" Template. This template is used to guide the Chairperson on how to describe any incident that may occur in the Referendum Centre, and to be reproduced as a "Record of Complaint" in case a Complainant wants to have his or her complaint recorded and take the case further by submitting a formal appeal to a the relevant court.
- The "Daily Account of Ballot Papers" Form. This form is used to account for the ballot papers provided every day to the Ballot Paper Issuer.
- The "Polling and Counting Checklist". This checklist is used to help the Chairperson ensuring all steps in the polling and counting process are accurately followed.

SSRC SOUTHERN SUDAN REFERENDUM COMMISSION
مفوضية السودان الجنوبي لانتخابات الاستفتاء

REFERENDUM CENTRE POLLING JOURNAL
دفتر بوليوت مركز الاستفتاء

REFERENDUM CENTRE NAME :
اسم مركز الاستفتاء

REFERENDUM CENTRE DOOR :
رقم باب المركز

COUNTY / LOCALITY NAME :
الولاية / المنطقة

STATE NAME :
الدولة

The Chairperson of the Referendum Centre must record the following information in the Referendum Centre Polling Journal:

On the Journal's cover (see Annex 3):

- The name of the State and the County
- The Referendum Centre's code number and name



On the first page of the Journal:

- The names of the Referendum Centres' officials

On the following page/s:

- The time at which the Referendum Centre has opened and closed for every polling day;
- The names of the accredited observers present and their affiliation.

The Referendum Centre Journal must remain intact throughout the referendum process and no pages must be removed from it.

The "Results Form":

The Results Form is used in each Referendum Centre to record the final results of the Referendum Centre and other polling reconciliation data. It consists of a set of five pages (one original and four copies). **The Results Form, when completed, becomes a sensitive material.**

The Tamper Evident Bag (TEB):

Five TEBs are going to be used in the process of transmission of the polling and counting materials among the various levels. The TEBs are used to securely transport forms and other key documents. Tamper evident bags are made of plastic and have a strong seal: the bag cannot be opened unless cut or torn, thus, becoming evident that it has been tampered with.

NOTE: Sealing a TEB is equivalent to endorsing its content. Once a TEB is sealed, it must not be opened under any circumstances.



Getting ready to open the Referendum Centre

One day before the first day of polling, all Referendum Centre Officials must arrange the Referendum Centre, and rehearse relevant procedures. This serves also to train the Queue Controller and the Ballot Box Controller/Inker.

When the Chairperson of the Referendum Centre receives the polling and counting materials from the Sub-Committee, he or she must check the materials and sign the Material Transfer Form (the Form consists of 2 pages- 1 original and 1 carbon copy).

The Sub-Committee retains the original of the Form. The Chairperson of the Referendum Centre receives the copy, which must be stored safely in the Referendum Polling Kit.

Upon receipt of the materials, the Chairperson of the Referendum Centre must:

- Inspect the contents of the Referendum Centre's Polling Kit;
- Ensure that all the items needed are in the Polling Kit in the specified quantities;
- If the materials are in the specified quantities, the Chairperson signs the Material Transfer Form.
- In case some materials are missing, the Chairperson must immediately notify the Sub-Committee to obtain the necessary missing materials.

The Chairperson of the Referendum Centre requests the staff to be present at the Referendum Centre not later than 6 AM on the morning of the first day of polling.

The safekeeping of the polling and counting materials is a responsibility of the Chairpersons of the Referendum Centre on each polling day, overnight and all times.

As the ballot papers are used gradually, the surplus must be stored in the Referendum Centre's Polling Kit, whose safekeeping is under the direct responsibility of the Chairperson of the Referendum Centre.

Layout of the Referendum Centre

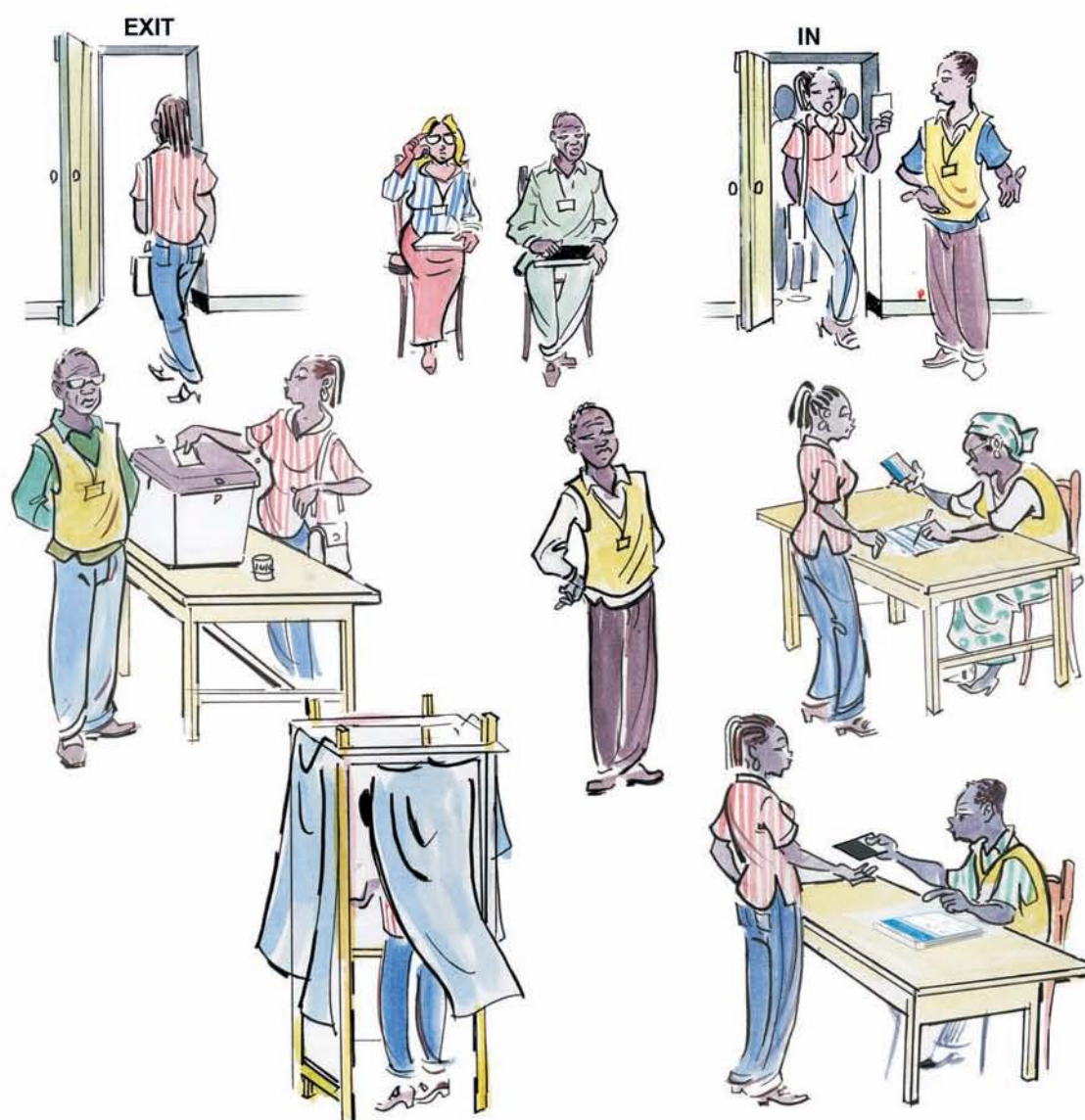
Referendum Centres must be laid out in a way that makes the polling and counting processes as smooth and efficient as possible. Referendum Centres are provided with materials like banners, signs and barrier tape to arrange/define both the internal and the external area of the Referendum Centre.

The Chairperson of the Referendum Centre must plan and define the following arrangements for the Centre:

- The Centre's entry and exit points;
- The space where voters will be forming the queue;
- Arrange a place/table for him/her to sit.
- Seating should be arranged so that the Referendum Centre Officials and accredited observers are able to view the entire voting and counting processes and have a clear view of the ballot box at all times, without interfering/disturbing any of such activities;
- All Referendum Centre Officials must be able to see voters entering and leaving the Referendum Centre;



- Voting screens must be positioned in a manner that ensures the secrecy of the vote at all times, and that allows observers, voters and Referendum Centre Officials to see which voting screen is free;
- The ballot box must be positioned in a way which allows the Ballot Box Controller to see the box and make sure that each voter places the ballot paper in the box before having his/her finger or hand marked with the indelible ink, before leaving the Referendum Centre;
- The Referendum Centre must be laid out in a way that allows voters to complete all steps in the polling process following a “U” turn in a single direction before exiting the premises;
- The Referendum Centre must also be laid out in a way that allows - as much as possible - free movement for voters with disabilities.
- Directional signs must be displayed in a way that allow voters to easily and quickly identify their respective Referendum Centres.





The Polling Procedures

This chapter outlines the procedures that must be followed before the polling process begins, as well as the different steps involved in polling and in the closing of the Referendum Centres after all polling operations are completed.

Before the Polling Process begins

The Chairperson of the Referendum Centre assigns the Referendum Centre's Officials their tasks and instructs them to position themselves according to their established functions; reminds each of them of their respective duties and of the importance of remaining at all times neutral and impartial.

Mobile phones must not be used in the Referendum Centre, with the exception of the Chairperson of the Referendum Centre.

Issuing materials to the Referendum Centre Officials

The Chairperson of Referendum Centre hands over the polling materials to the Referendum Centre Officials as follows:

- The Identification Officer receives the Final Referendum Register; the thumbprint's inkpad; a ruler; and pens.
- The Ballot Paper Issuer receives the booklet/s containing the ballot papers; the official stamp and the inkpad; the hole puncher; and the envelope for spoiled ballot papers (one for each day of polling).
- Ballot Box Controller/Inker receives the bottle of Indelible Ink.

The Chairperson of the Referendum Centre issues the ballot paper booklets gradually and according to the needs, in booklets of 100 and in sequence according to the serial number.

Inspecting, sealing and labeling the ballot box

Before the empty ballot box can be sealed, it must be inspected by the Chairperson of the Referendum Centre. The Chairperson:

- Checks that the ballot box is empty.



- Displays the inside of the empty box to those authorized to be present in the Referendum Centre
If everyone is satisfied that the ballot box is empty, to seal it, the Chairperson of the Referendum Centre:
 - Seals the sides of the ballot box's lid with the plastic seals.
 - Reads aloud the numbers of the seals and records them in the "Record of Seals" Form (see Annex 4).
 - Invites accredited observers to record the seals' serial numbers and confirm them by signing the "Record of Seals" Form.
 - Pulls firmly the seals to close the ballot box.
 - Writes on the relevant label the code of the Referendum Centre.
 - Sticks the label and the security sticker on the ballot box (the security sticker should be stuck below the label).

When the ballot box is full, the Chairperson of the Referendum Centre seals the slot of the ballot box, records the seals on the "Record of Seals" Form and issues another ballot box, following the above procedures.



Announcing the number of Ballot Papers received

Once the sealed ballot box has been labeled, the Chairperson of the Referendum Centre:

- Counts the total ballot papers' booklets that have been received by the Referendum Centre.
- Compares the number of the ballot papers received with the numbers recorded in the "Material Transfer" Form.
- Announces the total number of ballot papers received in the Referendum Centre and records such a number in the Referendum Centre Journal.
- Promptly at 8 AM, the Chairperson of the Referendum Centre announces: *"The polls are now open!"*



Step-by-Step Voting Procedures

The voting process in the Referendum involves a series of important procedures as described below:

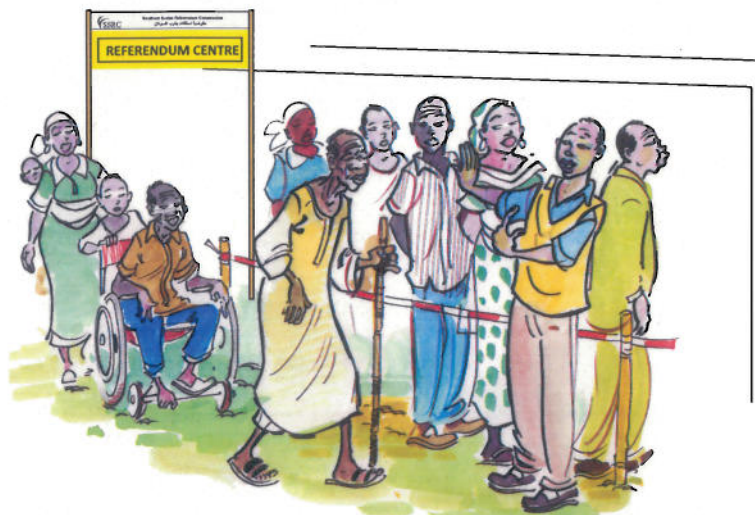
Step 1. Controlling the queuing and the access of voters in the Centre

The Queue Controller:

- Keeps the queue of voters constantly in order.



- Reminds the voters to have their Voter Registration Cards ready.
- Allows ONLY voters holding their Registration Card to enter the Referendum Centre one-by-one, and directs each voter to the Identification Officer.
- Identifies any elderly, disabled, sick or pregnant voters and invites them to the front of the queue.





- Ensures that voters waiting in the queue do not create any disturbances.
- Instructs voters to form separate queues for women, if the Chairperson of the Referendum Centre considers this necessary.
- Every day, at the end of the polling process, at 5 PM, marks the end of the queue and ensures that no other person joining the queue after the closing time will be allowed to vote.

Step 2. Confirming voters on the Final Referendum Register

The Identification Officer:

- Receives the voter as directed by the Queue Controller.
- Verifies that the voter has no traces of indelible ink on his/her fingers/hand; if a voter has visible traces of indelible ink on his/her fingers/hand, he or she must not be allowed to vote.
- Asks the voter to present his or her Voter Registration Card. If a voter does not have a Voter Registration Card, he or she must not be allowed to vote.
- Verifies the serial number of the Voter Registration Card matches with the serial number in the corresponding Entry in the Final Referendum Register.



- If the serial number of the Voter Registration Card is not found in the Registration Book, the voter must not be allowed to vote. If the serial number of the voter's Registration Card is found, draws a line through the name on the Entry's portion of the Registration Book with the ruler, and ticks the box on the Entry's portion.
- Asks the voter to apply his or her thumbprint in the designated space on the Registration Book's Entry, and gives a piece of paper for the voter to clean his/her finger.



- Returns the Voter Registration Card to the voter;
- Instructs the voter to proceed to the Ballot Paper Issuer.

Step 3. Issuing the ballot paper

The Ballot Paper Issuer:

- Receives the voter from the Identification Officer and asks him/her to present the Voter Registration Card.
- Punches the voter's Registration Card with the hole puncher on the top left corner (on the SSRC logo).



SSRC		Southern Sudan Referendum Commission	
مفوضية استفتاء جنوب السودان		12345678	
Family Name/Name: اسم العائلة/الاسم العربي			
Detailed Address: العنوان والبلدية			
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female Age: <input type="text"/> years			
Referendum Centre Code: رقم مركز الاستفتاء			
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			

- Carefully detaches a ballot paper (along the perforated line, ensuring separation from the stub).
- Stamps it on the back with the official stamp at the top right corner.

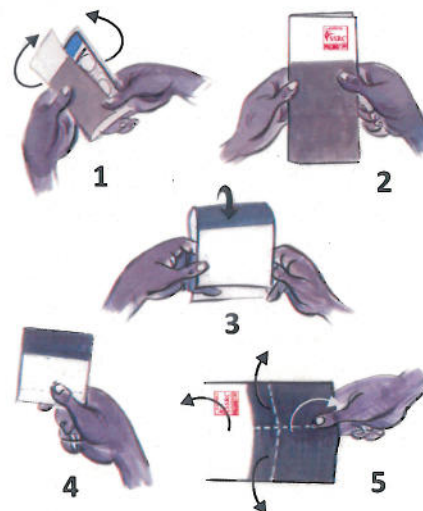


- Explains the method of voting to the voter. The explanation must be completely impartial:

"To vote, you have to mark by applying your thumbprint in the blank circle that corresponds to the symbol of your choice" (you should not point to any of the symbols in the ballot paper as it may appear that you are showing the voter what option to vote for).

"Apply your thumbprint ONLY in one of the blank circle which corresponds to the symbol of your choice".

"After you have marked it with your thumbprint fold the ballot paper and deposit it in the ballot box" (the Ballot Paper Issuer should pre-fold the ballot paper by showing the voter the way to do it –first vertically and then in half- and then unfold the ballot paper).



- Returns the Voter Registration Card to the voter;
- Hands the stamped ballot paper to the voter.



- Directs the voter to an available voting screen and indicates the ballot box in which to place the ballot paper after it has been voted.

If a polling staff inadvertently spoils a ballot paper or if a voter makes a mistake while marking the ballot paper and requests a new one, the Ballot Paper Issuer must:

- Retrieve the ballot paper and tear the top right corner, without looking at the front of the ballot paper (if this has been marked by the voter);
- Place the spoiled ballot paper in the brown envelope labeled "Spoiled Ballot Papers", and provided for this purpose;
- Issue the voter a new ballot paper.

The Ballot Paper Issuer must always remember to stamp the ballot papers. Unstamped ballots will be considered INVALID during counting.

After having marked the ballot paper the voter leaves the voting screen and approaches the Ballot Box Controller/Inker.

Step 4: Applying the Indelible Ink

The Ballot Box Controller/Inker:

- Ensures that each voter deposits the folded ballot paper in the ballot box.



- Asks the voter who has deposited the ballot paper into the box to dip his or her left index finger in the Indelible Ink.
- Instructs each voter to hold the finger in the air for 10 seconds so that the ink can dry.

NOTE: In case a female voter has henna drawings on her fingers, the Ballot Box Controller/Inker must apply the Indelible Ink with a cotton wool bud in the space between the index and middle finger on the woman's left hand.

After having the finger/hand duly marked with the Indelible Ink, every voter must immediately leave the Referendum Centre.





Daily closing of the Polling Process

Every polling day, punctually at 5 PM, the Chairperson of the Referendum Centre must announce: *"the polls are now closed"*.

Those voters who are still queuing at the Referendum Centre before the closing of the polls must be allowed to vote. In this case, the Queue Controller has to mark the end of the queue and inform the late comers that the polls have been closed.



After the polls close on the first polling day, the Queue Controller may inform potential voters that the polls will reopen the next day at 8 AM and will last for a total of 7 days.

Voters who arrive after the polls have been closed are not allowed to vote.

Once the last voter already in the queue at closing time has voted, the Chairperson of the Referendum Centre:

1. Seals the slot of the ballot box, and records the seal's number in the "Record of Seals" form (see Annex 4), allowing observers to record the seal's number.
2. Instructs the Ballot Paper Issuer to count the number of spoiled remaining ballot papers of that day.
3. Verifies the figures and records them on the Journal in the space provided for in the "Daily Account of Ballot Papers" (see Annex 6).
4. Reads aloud the serial number of the last ballot paper issued that day and records it in the "Daily Account of Ballot Papers".
5. Stores the ballot box/es and the sensitive materials (i.e. spoiled and all unused ballots papers, ink, stamp, Journal, and the Final Referendum Register-placed and sealed in the Referendum Centre Polling Kit) in a safe, lockable place, where police officers will be stationed. If available, a room inside the Referendum Centre could be used to store the materials. If the Centre is in the open air, and if there is no place where the materials can be locked, the Referendum Centre Chairperson must stay



- overnight with the polling materials.
6. Organizes the Referendum Centre, and prepares it for the next day of polling.

Daily opening of the Polling Process

From the second day until the last day of polling, and before opening the Referendum Centre to voters, the Chairperson:

1. Confirms that the seals of the ballot box are intact;
2. Signs and asks observers to sign the Record of Seals form confirming the presence of the seals;
3. Reads aloud the last serial number of the ballot paper issued to a voter the day before and shows that no ballots have been removed from that booklet;
4. Hands over ballot papers to the Ballot Paper Issuer and instructs him to start with the partial booklet of ballot papers from the day before;
5. Cuts the slot seal of the ballot box, hands the ballot box over to the Ballot Box Controller and opens the Referendum Centre to voters at 8 AM.

Closing of the Polling Process at the end of the polling period

On the last day of polling, all voters queuing before 5PM MUST be allowed to vote. Immediately after the last voter in the queue has voted, the polling process closes. The Chairperson of the Referendum Centre:

1. Informs Referendum Centre officials and Observers that the polling period for the Referendum is now formally closed;
2. Seals the slot of the ballot box and records the number of the seal in the "Record of the Seals" Form;
3. Asks the Queue Controller to monitor all persons entering or leaving the Referendum Centre;
4. Requests the Ballot Paper Issuer to count all ballot papers that have been spoiled on that day and record that number on the "Daily Account of Ballot Papers" Form;
5. Records in the Referendum Centre Journal the names of the observers who are going to observe (if any) the counting process;
6. Packs the used polling materials, with the assistance of the Referendum Centre Officials;
7. Starts arranging the Referendum Centre's premises for the counting process (see Chapter 5).

Suspension of the Polling Process

The Chairperson of the Referendum Centre may find himself or herself in a situation in which he or she has to decide on suspending the polling process. This could happen in cases in which the Referendum Centre is under threat of violence or any other event that endangers the personal safety of the Referendum Centre Officials, of voters, or any other person.

Should the Chairperson of the Referendum Centre decide to suspend the polling process, he or she must



immediately notify the Sub-Committee (and/or the State High-Committee) of such a decision and request the assistance of the Security Personnel stationed outside the perimeter of the Referendum Centre, if needed.

The polling process shall be resumed as soon as the security conditions permit the safe reopening of the Referendum Centre. The reopening of the polls should also be communicated to the appropriate Referendum Management officials.

Maintaining order at the Referendum Centre

The Chairperson of Referendum Centre has the authority to request the Security Personnel assistance in the expulsion of any person or group disrupting the polling process.

Dealing with exceptional circumstances during Polling

What if a of the Referendum Centre official is ill?

If a **Referendum Centre official** is ill, the Referendum Centre Chairperson may perform the role of the Identification Officer and assign the functions of the absent staff to the Identification Officer.

The decision to reassign any of the functions within the Referendum Centre rests with the Chairperson of the Referendum Centre.

When and where can Referendum Centre officials vote?

Referendum Centre officials generally have registered in the same Referendum Centre that is now serving for voting.

Should this be the case, they can vote first when the poll opens. If instead they have registered in a different Referendum Centre from the Centre to which they have been assigned, the Chairperson of the Referendum Centre can organize the most suitable time during the polling period to allow the Referendum Centre Officials/s to go to that Centre and vote there.

SSRC/B staff members who arrive to a Referendum Centre to vote should be given priority by the Queue Controller, so that they can vote quickly and resume their work.

The Chairperson of the Referendum Centre must not allow more than one Referendum Centre Official to be absent at a time.

Can Security Personnel stationed at a Referendum Centre vote there?

Only if they were registered in that Referendum Centre. If they did not register in that Centre, Security Personnel cannot vote in that Centre because their name will not appear on the Final Referendum Register. The security personnel should be asked not to carry their weapons inside the Referendum Centre.



What about prayers and food for Referendum Centre officials?

Praying and eating can be worked out on an individual basis with the Chairperson of the Referendum Centre.

What if all the voters on the Referendum Register voted by the end of the second day?

The Referendum Centre will open and close every day at the appointed times, it does not matter if all voters on the list have voted.

What if a voter refuses to have the Indelible Ink applied?

If, after having deposited his ballot papers into the box, a person refuses to have his finger marked with the Indelible Ink, the Chairperson of the Referendum Centre has to be immediately informed and the Voter Registration Card of that person must be confiscated.

What if a seal in a ballot box is found broken?

The Chairperson of the Referendum Centre must investigate to determine if there is any reasonable explanation and record the incident in the Referendum Centre Journal.

The ballot papers in the box have to be counted, and this occurrence must be noted in the Referendum Centre Journal. The relevant Sub-Committee must also be promptly informed, which in turn has to inform the relevant State High Committee, which after consultation with SSRC/B, as the case may be, has to take a decision about the validity of the ballot papers in the ballot box that has been tampered with.

What if a person has no Voter Registration Card?

This person must not be allowed to vote.

What if a person has no Voter Registration Card but has an ID document?

This person must not be allowed to vote.

What if the hole puncher is not working?

The Ballot Paper Issuer should use the scissors to cut the top left corner of the Voter Registration Card.

The diagram shows a pair of scissors cutting the top left corner of a Voter Registration Card. The card is titled "SSRC Southern Sudan Referendum Commission" and "مفوضية إستفتاء جنوب السودان". It contains the following fields:

- Family Name/Names:
- اسم العائلة/الاسم العائلي:
- Detailed Address:
- (Boma/Locality Level):
- التفصيل:
- (Boma/Locality Level):
- Sex: M ☐ F ☐ Age:
- الجنس: ☐ ☐ العمر:
- Referendum Centre Code:
- رقم مركز الإستفتاء:
- Right Thumb Print:



The Counting Procedures

The Referendum Centre Officials are required to be attentive and alert during the counting process: they will work without interruption until the counting is completed.

The process of sorting and counting of votes will start after the final day of polling and, once it begins, it has to continue until it is completed. It must not be stopped or postponed until all the ballots papers in the ballot box/es are sorted, counted, and the results recorded, and displayed at the Referendum Centre.



Accredited observers and media representatives have the right to observe the whole counting process without interfering or influencing in any way the Referendum Centre Officials. They also are authorized to watch the ballot boxes at all times from the opening of polling to the announcement of the results.

The Chairperson of the Referendum Centre has the right to expel from the Referendum Centre any person who breaches - or attempts to breach - the provisions of the Southern Sudan Referendum Act or of the SSRC Regulations.

Preparing to count

All stages in the vote counting process must be closely supervised by the Chairperson of the Referendum Centre, who is responsible for conducting an accurate and fair counting process.

Before the counting process can begin, the Chairperson and the Officials of the Referendum Centre must rearrange the Referendum Centre and make it suitable for counting purposes.



They must:

- Place the ballot box/es in the largest area of the Referendum Centre, or the space otherwise best suited for counting.



- Assemble several tables into a large square or rectangle in the centre of the space available for counting. This serves as a counting table.
- Provide a suitable space for observers so that they could observe (and hear) all steps in the counting process.
- Bring to the table all the other documents and materials to be used in the counting process, such as:



- The Final Referendum Register.
- The envelopes containing the spoiled ballot papers.
- The unused ballot papers;
- The Referendum Centre Polling Journal (Record of Seals, Daily Account of Ballot Papers form);
- The sealed ballot box/es used for voting;
- The Results Form;



- Other materials, such as: rubber bands, bulldog clips, sponge and the notebook.

If possible the Chairperson and the Officials of the Referendum Centre have to set up a separate table to be used to complete the various forms. No pens should be on the counting table.

The ballot paper Reconciliation Process

The reconciliation process accounts for all ballot papers used and determines whether the number of ballot papers taken from the ballot box/es at the time of counting, plus the spoiled ballot papers, is equal to the number of ballot papers issued on polling days. This helps to detect potential irregularities or mistakes that may have occurred during the polling process.



While counting the ballot papers taken from the box/es, the Referendum Centre officials must check whether there is any ballot paper that has not been stamped on the reverse with the official stamp, put them aside and later on place them in the pile of "Invalid Ballot Papers".

The Form to be used for the reconciliation process is the Results Form (see annex 7):

- The header of the Form is used to record the information related to the location of the Referendum Centre.

Note: the Referendum Centre code has 7 digits. If a centre has more than one team (a team is the five referendum officials) each team will be assigned a letter (A, B, C, etc.) and this should be indicated by writing the letter after the code. This means that each team of 5 receives and completes its own Results Form.

State Name : _____ :الولاية County/Locality Name : _____ :المقاطعة/المحلية
Referendum Centre Name : _____ :اسم مركز الاستفتاء
Referendum Centre Code : رقم مركز الاستفتاء



- **Section 1** of the Form is completed by inspecting the Voter Registration Books. To fill this section, the Chairperson enters the following information:
 - The total number of registered voters in that Referendum Centre (row a). This number is obtained by counting all the completed Entries in all the Registration Books of that Referendum Centre, excluding the "Cancelled" ones. Remember to take into consideration the list of deletions and any Court decisions.
 - The total number of persons who voted (row b). This number is obtained from the Registration Books of the Referendum Centre by counting the names crossed-out by a line. As a cross check, the Chairperson should count the number of "Ticks at polling" in the Registration Books.
 - Total number of persons who did not vote (row c). This number is obtained by subtracting the number of persons who voted (b) from the total number of registered voter (a) ($c = a - b$).

Section 1. Fill by counting from the Registration Books

القسم ١: تتم تعبئته بحساب الأرقام الواردة في دفتر التسجيل

a. Total number of registered voters		أ. العدد الكلي للتسجيلين المسجلين
b. Total number of persons who voted		ب. العدد الكلي للأشخاص الذين صوتوا
c. Total number of persons who did not vote ($c = a - b$)		ج. العدد الكلي للأشخاص الذين لم يصوتوا ($c = a - b$)

- **Section 2. RECONCILIATION.** The chairperson:
 - Records total number of ballot papers received by counting the total number of Ballot Papers' Booklets (Row d).
 - Records the number of spoiled ballots by counting the number of ballot papers placed into the envelopes marked "Spoiled Ballot Papers" (Row f).
 - Records the number of unused ballots by counting how many unused ballot papers are still attached to the Ballot Booklets (Row e).
 - Determines how many ballot papers have been issued to voters by subtracting the spoiled ballots (Row e) and the unused ballots (Row f) from the ballots received (Row d) ($g = d - e - f$)

To continue with the reconciliation the ballot box/es must be opened.





After the box has been opened and its content has been emptied on the counting table, the Referendum Centre Officials must:

- Unfold each ballot paper, one by one;
- Pile the ballot papers, by placing each paper face down, one on top of the other into piles of 50 ballot papers;
- Place a rubber band around each pile of 50; when the ballot papers are less than 50, write the number of the papers on a slip of paper and secure the paper to the ballot papers with a bulldog clip.



- Count the total number of piles and extra ballot papers, if any, to determine the total number of ballot papers that were present in the box.
- Complete Row h of the Results Form by entering the total number of ballot papers that were inside the ballot box.

Section 2. RECONCILIATION (Fill in from used and unused ballot paper booklets and "Spoiled ballot paper envelope")

القسم ٢: المطابقة (تتم تعبئته بناءً على دفاتر بطاقات الاقتراع المستخدمة وغير المستخدمة والظرف الحاوي على بطاقات الاقتراع التالفة)

d. Total number of ballots received	<input type="text"/>	د. العدد الكلي لبطاقات الاقتراع المستلمة
e. Total number of ballots spoiled	<input type="text"/>	هـ. العدد الكلي لبطاقات الاقتراع التالفة
f. Total number of ballots unused	<input type="text"/>	و. العدد الكلي لبطاقات الاقتراع غير المستخدمة
g. Total number of ballots issued voters (g = d - e - f)	<input type="text"/>	ز. العدد الكلي لبطاقات الاقتراع المصروفة للناخبين (ز = د - هـ - و)

Fill in after opening the ballot box, before inspecting and sorting the ballots

تتم تعبئته بعد فتح صندوق الاقتراع قبل تفحص بطاقات الاقتراع وفرزها

h. Total number of ballots taken from ballot box(es)	<input type="text"/>	ح. العدد الكلي لبطاقات الاقتراع المأخوذة من الصندوق (الصناديق)
CHECK 1. h should equal g (h = g)		اختبار ١. ح يجب أن يساوي ز (ح = ز)
Record figure of difference if any	<input type="text"/>	تسجيل الاختلاف بالأرقام إن وجد



Check 1: This check is to ensure that the number of ballot papers taken from the box/es (h) is equal to the total number of ballot papers issued to voters (g).

The following calculation check should be completed (h) minus (g) = 0:

Note: If there is a difference (for example, if the ballot papers in the box are more or less than they should be), the Chairperson of the Referendum Centre may order a recount of the ballot papers. If the difference still remains, the Chairperson must record this figure in the Results Form (Check 1).

Counting the votes and recording the results

Once Section 2 of the Results Form has been completed, the Referendum Centre Officials must:

- Prepare four labels, one for the ballot papers marked for the option of "Unity"; one for those marked with the option of "Secession", one for the "Invalid Ballot Papers" and one for the "Unmarked Ballot Papers". Write these options on both sides of the label and place them on the table.
- Announce what option has been chosen for each single ballot paper, holding it up and showing the face of the ballot paper, so that everyone present can see how that ballot paper has been marked.
- Sort all the ballot papers into separate piles according to the options (unity, secession, invalid or unmarked), placing them face up.



A ballot paper must be considered invalid if it:

- Does not have the official SSRC stamp on its reverse side.
- Is torn or damaged making it impossible to ascertain the voter's choice.
- Is not the official ballot paper issued by the SSRC.
- Is impossible to determine the voter's choice.

Any invalid ballot paper must be held up and shown to those present.



Note: When the validity of a ballot paper is questioned, the Chairperson of the Referendum Centre has to make the final decision. **The Referendum Act establishes that a ballot paper shall not be considered invalid as long as the intention of the voter is clear.**

- Regroup ballot papers in batches (sets) of 50 and double check by letting other Referendum Centre staff re-count the same set of ballot papers.
- Put a rubber band around the batches of 50 ballot papers. When a single batch of ballot papers contains less than 50 papers, write the number of the ballots on a slip of paper and use it as a label by securing it to the batch of ballot papers with a bulldog clip.
- Once all the ballot papers are sorted, as instructed above, the votes are counted and recorded in the Result Form **Section 3 of the Result Form** in the following order:
 - 1) The votes cast for the option of "Unity" (Row i);
 - 2) The votes cast for the option of "Secession" (Row j);
 - 3) The invalid ballot papers (Row k);
 - 4) The unmarked ballot papers (Row l).
- Calculate the total number of ballots cast by adding the votes for Unity (Row i), plus the votes for Secession (Row j), plus the invalid (Row k) and the unmarked (Row l) and record the figure in Row m ($m = i + j + k + l$).

القسم ٣: النتائج (تتم تعبئته بعد فحص بطاقات الاقتراع وفرزها) Section 3. RESULTS (Fill in after inspecting and sorting the ballots)

i. Total number of votes for "Unity"	<input type="text"/>	ط. العدد الكلي للأصوات لصالح الوحدة
j. Total number of votes for "Secession"	<input type="text"/>	ي. العدد الكلي للأصوات لصالح الانفصال
k. Total number of invalid ballots	<input type="text"/>	ك. العدد الكلي للبطاقات غير السالحة
l. Total number of unmarked ballots	<input type="text"/>	ل. العدد الكلي لبطاقات الاقتراع غير المؤشرة
m. Total number of ballots cast ($m = i + j + k + l$)	<input type="text"/>	م. العدد الكلي لبطاقات الاقتراع التي أُدلي بها (م = ط + ي + ك + ل)

- Make a big bundle for each of the four sets of ballot papers by placing a rubber band around each batch, and place them in the empty ballot box.

Check 2: This check is to ensure that all the ballot papers in the box are accounted for.

The following calculation check should be completed:

The figure recorded in Row m should equal the number of ballots taken from the ballot box/es ($m = h$)

CHECK 2. m should equal h ($m = h$)

اختبار ٢. م يجب أن تساوي ح ($m = h$)

The completed **Results Form** (it comprises 5 pages, 1 original and 4 copies) must be signed and stamped by the Chairperson on all pages. Accredited observers may also sign the Result Form at this time.



Announcing the Results at the Referendum Centre

The results for the Referendum Centre must not be announced until ALL ballot papers have been counted, all requests for a possible recount have been resolved, the Results Form has been completed in each of its sections and it has been signed by the Chairperson of the Referendum Centre.

At this point, the Chairperson can announce the results of the Referendum at that Referendum centre by reading aloud the various numbers recorded in the Results Form. After announcing the results, the Chairperson of the Referendum Centre must publicly display a copy (Copy 1) of the Results Form at the Referendum Centre.



The Chairperson must be careful not to use the Original Copy of the Results Form for public display purposes.

- The Original copy of the Results Form will be used to enter the results at the Data Centres in Juba and Khartoum (SSRB/C).
- Copy 1 is posted at the Referendum Centre.
- Copy 2 of the Results Form will be used to tabulate the results at the Sub-Committee level.
- Copy 3 of the Results Form will be used to tabulate the results at the State High Committee.
- Copy 4 of the Results Form remains with the Chairperson of the Referendum Centre. No TEB is necessary for this copy.



Packing and transferring the Polling and Counting Materials

At the end of the counting process, the Chairperson of the Referendum Centres will pack sensitive and non-sensitive materials and will hand over all materials to the Sub-Committees for onward transportation to the State High Committees.

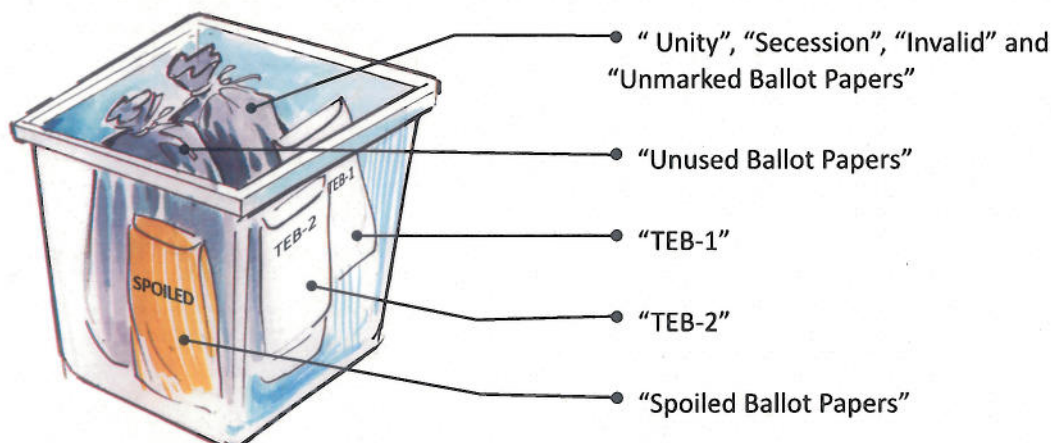
Sensitive and non sensitive materials will be packed separately.

OCV: At the end of the counting process, the Chairperson of the Polling Station has to pack the sensitive and non-sensitive materials and hand over them to the Head of the OCV Referendum Centre for transportation to the OCV Country Office.

Packing of Sensitive Materials:

The Chairperson of the Referendum Centre has to use a ballot box, (or more, if needed) to pack the sensitive materials. He or she:

- Packs the ballot papers in two plastic bags:
 - a) First bag contains: the batches of labeled ("Unity", "Secession", "Invalid" and "Unmarked Ballot Papers");
 - b) Second bag contains: the unused ballot papers;
- Prepares the envelope/s containing all the spoiled ballot papers;





At the end of this procedure, the ballot box contains two plastic bags and the envelope/s of the spoiled ballot papers.

- Packs other sensitive material using two Tamper Evident Bags. as follows:

Tamper-Evident Bag 1 (see Annex 9):

- The Final Referendum Register;
- Copy of the Material Transfer Form;
- Other documents, if any.

Tamper-Evident Bag 2 (see Annex 10):

- Indelible Ink;
- The unused ballot box seals;
- The official stamp;
- Other items (if any).

The two TEBs above described have to be placed in the same ballot box.

The Chairperson of the Referendum Centre records the numbers of the security seals that are used to seal the ballot box on a slip of paper and place it inside the ballot box before closing and sealing it.

The Seal Numbers must also be recorded in the Referendum Centre Journal.

Packing of the Results Forms

Once the ballot box has been sealed the Chairperson of the Referendum Centre packs the Results Form in three Tamper Evident Bags as follows:

Tamper-Evident Bag A – Data Centre (SSRC/B) (see Annex 11):

- The Results Form, Original Copy;

Tamper-Evident Bag B – Sub-Committee (see Annex 12):

- Results Form, Copy 2
- The Referendum Centre Journal (containing any complaints recorded in the Referendum Centre).

Tamper-Evident Bag C – State High Committee (see Annex 13):

- The Results Form, Copy 3

Important: the Tamper Evident Bags must not be sealed until all required items are inside and the bag label has been filled-in and signed by the Chairperson of the Referendum Centre.



Packing of Non-Sensitive Materials

All non sensitive materials, as well as the voting screens and any extra ballot boxes, must be returned to the State High Committees as these can be re-used in case the Referendum has to be repeated within 60 days.

The Chairperson of the Referendum Centre Committee:

- Packs the non-sensitive materials into the Referendum Centre kit and seals it;
- Instructs the Referendum Centre Officials to disassemble and store the voting screens so that they can be transported;
- Instructs the Referendum Centre Officials to pile up the remaining empty ballot boxes;
- Instructs the Referendum Centre Officials to ensure that no polling and counting materials are left behind.

The Chairpersons of the Referendum Centres are accountable for all the materials they have received and for handing them back to the Sub-Committees.

Transfer of the Polling and Counting Materials

When handing over the materials, the Chairperson of the Referendum Centre must ensure that the “Materials Transfer Form - Retrieval” is completed in all its parts and signed (see Annex 14). The Form records the delivery of the following sensitive materials:

Item	Contents	To →	To
Ballot box sealed	Ballot papers + TEB 1 + TEB 2	Sub- Committee	Sub- Committee
TEB A	Results Form– Original	Sub- Committee	Data Centre Khartoum or Juba
TEB B	Results Form – Copy 2 + RC Polling Journal	Sub- Committee	Sub- Committee
TEB C	Results Form – Copy 3	Sub- Committee	State High Committee

Note: Tamper Evident Bags A, B, C have to be handed over separately to the Chairperson of the Sub-Committee. The Chairperson of the sub-committee will deliver bag A to the Data Centre (Khartoum or Juba) and bag C to the State High Committee. Bag B stays at the Sub-Committee.

Important: All the ballot boxes that are used to transport and deliver polling and counting materials MUST have the label indicating the code of the Referendum Centre from where they originate. No one is allowed to tamper with the seals of the ballot boxes.



The **Non –sensitive** materials will be retrieved at a later stage and a Material Transfer Form - Retrieval must be completed and signed.

OCV: Tamper Evident Bags are handed over by the Chairperson of the Polling Station to the Head of the OCV Referendum Centre who, in turn, has to hand them over (in person) to the OCV Country Office.

Delivery of the Materials to the State High Committee

The Chairperson of the Sub-Committee is responsible that all materials (sensitive and non-sensitive) that were delivered by the Chairpersons of the various Referendum Centres in the County are safely forwarded to the State High Committees of the state which they belong to, for their onward delivery to the Southern Sudan Referendum Bureau (in Southern Sudan).

Under no circumstances the Sub-Committee or the Referendum Centre Officials are allowed to unseal and open any of the Tamper Evident Bags or the ballot boxes containing the ballot papers, when receiving these items or transporting them from the Referendum Centres to the Sub-Committee, to the State High-Committee, or to the SSRB.

Important: Accredited observers are allowed to monitor the movement of the sensitive materials until they reach the Data Centres in Juba and Khartoum.



- Annex No. 1
Referendum Centre Kit
- Annex No. 2
Material Transfer Form - Distribution
- Annex No. 3
Referendum Centre Journal (cover page)
- Annex No. 4
Polling and Counting – Record of Seals
- Annex No. 5
Record of Complaint
- Annex No. 6
Daily Account of Ballot Papers
- Annex No. 7
Results Form
- Annex No. 8
Tamper Evident Bag 1
- Annex No. 9
Tamper Evident Bag 2
- Annex No. 10
Tamper Evident Bag A
- Annex No. 11
Tamper Evident Bag B
- Annex No. 12
Tamper Evident Bag C
- Annex No. 13
Material Transfer Form - Retrieval
- Annex.14
Forms to be used during polling and counting



Annex no.1. Referendum Centre Kit

Polling materials				
	Item	Purpose	Quantity per Referendum Centre	To be used by / in
1	Shorthand notepad	To reproduce templates from the Journal, take notes, and absorb traces of ink	1	Chairperson of the Referendum Centre/Identification Officer
2	Seals for ballot box	To secure the ballot boxes	50	Chairperson of the Referendum Centre
3	Security Stickers for ballot boxes	To identify the ballot box as a Referendum Centre box To stick on the ballot box on the first day	2	Chairperson of the Referendum Centre
4	Ballot Box Label	For labeling the ballot box(es)	2	Chairperson of the Referendum Centre
5	Permanent Ink Markers	To write on the ballot box label, on the spoiled ballot envelope, and any other purposes	5	Chairperson of the Referendum Centre
6	Thumbprint Pad	For voters to put the thumbprint on the Registration Book Entry portion and mark the Ballot Papers	14	Voting Screens / Identification Officer
7	Double-sided adhesive sticker	To stick the thumbprint pad to the voting screens and table	20	Chairperson of the Referendum Centre/ Identification officer
8	Plastic folders	For protection of the results form, transfer material forms, and any other important document	2	Chairperson of the Referendum Centre
9	Pen (black)	To cross the voter's name on the registration book entry portion	25	Chairperson of the Referendum Centre/ Identification Officer



Polling materials				
	Item	Purpose	Quantity per Referendum Centre	To be used by / in
10	Rulers	To draw a line through the name on the Entry's portion of the Registration Book	2	Identification Officer
11	Card puncher	To punch a hole in each Voter Registration Card	1	Ballot paper issuer
12	Cotton Buds	For women with henna to be inked	1	Ballot Box Controller
13	Brown envelope	For keeping SPOILED ballot papers and forms	15	Ballot paper issuer
14	Validating stamp	For validating the ballot papers, the Results form, and any other official document	2	Chairperson of the Referendum Centre/ Ballot paper issuer
15	Stamp pad (with red ink)	For the validating stamp	3	Ballot paper issuer
16	Indelible ink	For inking voters and avoid double voting	7	Ballot Box Controller/Inker
17	Barrier tape	To organize the queue at the entrance of the Referendum Centre	2	Queue controller
18	Hard Card Paper for ID Badges with holders	To identify Referendum Centre staff	5	All polling staff
19	Tunic	To serve as uniform for the Referendum Centre staff	7	All polling staff
20	Flag	So voters can identify the Referendum Centre	1	Outside the Referendum Centre
21	Referendum Centre sign	To be placed at the entrance of the Referendum Centre	4	Referendum Centre
22	Garbage bags – Roll	Used for collecting litter, for covering materials from getting wet	1	Referendum Centre
23	Brown packing tape	For any purpose.	1	Referendum Centre
24	Scissors	To cut the ballot box slot seal everyday at the opening	1	Referendum Centre



	Item	Purpose	Quantity per Referendum Centre	To be used by / in
25	Thin cord rope	Used for any purpose	1	Referendum Centre
26	Lamp	For counting ballots when it is dark.	2	Referendum Centre
27	Batteries for lamp	For the lamp	2	Referendum Centre
28	Scotch tape	For any purpose	1	Referendum Centre
29	Tarpaulin	To protect against the sun and rain	1	Referendum Centre
30	Rope	For tying tarpaulin and banner on trees, buildings and poles	1	Referendum Centre
31	Banner	To be hung outside the Referendum Centre	2	Referendum Centre
Counting Materials				
32	Notepad	To prepare the labels for the sorting of ballot papers	1	Chairperson of the Referendum Centre
33	Calculator	To calculate number of ballots issued to voters	2	Chairperson of the Referendum Centre
34	Bulldog clips	For clipping batches of less than 50 ballots	1 box	Counting Staff
	Rubber bands	To make bundles of 50 ballot papers	1 bag	Counting Staff
35	Tamper Proof Plastic Bag	For storage of ballots and other sensitive material before and after counting	12	Chairperson of the Referendum Centre
36	Tamper Evident Bags 1 and 2	For packing sensitive materials and securely transport	2 of each	Chairperson of the Referendum Centre
37	Tamper Evident Bag A, B, and C	For packing Results Forms and securely transport forms and other key documents	2 of each	Chairperson of the Referendum Centre



Annex no.2. Material Transfer Form - Distribution

	Southern Sudan Referendum Commission
	مفوضية استفتاء جنوب السودان
	Material Transfer Form
	أنموذج نقل المواد

DISTRIBUTION

التوزيع

State Name : _____: الولاية County/Locality Name : _____: المقاطعة/ المحلية

Referendum Centre Name : _____: اسم مركز الاستفتاء

Referendum Centre Code : رقم مركز الاستفتاء

NO.	Item description (delete if not applicable) مواصفات المواد (احذفها في حال عدم وجودها)	Quantity الكمية	Serial No. first-last (if applicable) الرقم المتسلسل الأول والآخر (إن وجد)
1	Ballot Papers بطاقات الاقتراع		
2	Polling Kit صندوق مواد الاقتراع		
3	Final Referendum Register/ List of Deletions and Corrections سجل الاستفتاء النهائي/ قائمة المحذوفات والتصحيحات		
4	Voting Screens ستائر التصويت		
5	Ballot Boxes صناديق الاقتراع		
6	Referendum Centre Polling Journal دفتر يوميات مركز الاستفتاء		
7	Results Form أنموذج النتائج		
Any other item(s) if any		أي مواد أخرى (إن وجدت)	

	Name الاسم	Title الوظيفة	ID No. رقم البطاقة	Signature الإمضاء	Date التاريخ
Handed over by مسلمة من قبل					
Received by مستلمة من قبل					

Original - Person handing over Copy - Person receiving

الأصل-مسلم من قبل ، النسخة- المستلم

Remarks:

ملاحظات



Annex no.3. Referendum Journal Cover (cover page)



SOUTHERN SUDAN REFERENDUM COMMISSION

مفوضية استفتاء جنوب السودان

REFERENDUM CENTRE POLLING JOURNAL

دفتر يوميات مركز الاقتراع

REFERENDUM CENTRE NAME :

اسم مركز الاستفتاء

REFERENDUM CENTRE CODE :

رقم مركز الاستفتاء

--	--	--	--	--	--	--

COUNTY / LOCALITY NAME :


المقاطعة / المحلية

STATE NAME :

الولاية



Annex no.4. Polling and Counting - Record of Seals


Southern Sudan Referendum Commission
 مفوضية استفتاء جنوب السودان
Polling and Counting - Record of Seals
 الاقتراع والعد - سجل الأقفال

صندوق الاقتراع ١

BALLOT BOX 1

رقم الأقفال	SEAL NUMBER	التاريخ Date : / /	التاريخ Date : / /	التاريخ Date : / /	التاريخ Date : / /
1		إمضاء رئيس المركز والمراقبين Signature of chairperson, observers	إمضاء رئيس المركز والمراقبين Signature of chairperson, observers	إمضاء رئيس المركز والمراقبين Signature of chairperson, observers	إمضاء رئيس المركز والمراقبين Signature of chairperson, observers
2					
3					
4					

صندوق الاقتراع ١

BALLOT BOX 1

رقم الأقفال	SEAL NUMBER	التاريخ Date : / /	التاريخ Date : / /	التاريخ Date : / /	التاريخ Date : / /
1		إمضاء رئيس المركز والمراقبين Signature of chairperson, observers	إمضاء رئيس المركز والمراقبين Signature of chairperson, observers	إمضاء رئيس المركز والمراقبين Signature of chairperson, observers	إمضاء رئيس المركز والمراقبين Signature of chairperson, observers
2					
3					
4					

Remarks:

ملاحظات

سجل الأقفال المخصصة لفتحات صناديق الاقتراع

BALLOT BOX 1- RECORD OF SLOT SEALS

Slot seal number رقم قفل فتحة الصندوق	Date of sealing تاريخ الأقفال	Signature of Chairperson, Observers إمضاء رئيس المركز والمراقبين	Date of opening تاريخ الافتتاح	Signature of Chairperson, Observers إمضاء رئيس المركز والمراقبين
	Date : ___/___/___ التاريخ		Date : ___/___/___ التاريخ	
	Date : ___/___/___ التاريخ		Date : ___/___/___ التاريخ	
	Date : ___/___/___ التاريخ		Date : ___/___/___ التاريخ	
	Date : ___/___/___ التاريخ		Date : ___/___/___ التاريخ	
	Date : ___/___/___ التاريخ		Date : ___/___/___ التاريخ	
	Date : ___/___/___ التاريخ		Date : ___/___/___ التاريخ	
	Date : ___/___/___ التاريخ		Date : ___/___/___ التاريخ	
	Date : ___/___/___ التاريخ		Date : ___/___/___ التاريخ	
	Date : ___/___/___ التاريخ		Date : ___/___/___ التاريخ	





Annex no.5. Record of Complaint



Southern Sudan Referendum Commission

ملفوضية استفتاء جنوب السودان

Record of Complaint

محضر الشكاوى

Date: التاريخ

Reasons for Submitting the Complaint

Using this page as a template, include all relevant details, in particular provide a description of the incident, the identity of the person/ responsible for the act or omission constituting the incident, his or her affiliation (if any), the date and place (mentioning the Boma, Payam, County and State) in which the act or omission occurred. Attach an extra sheet of paper, if necessary.

أسباب رفع الشكاوى
تستخدم هذه الصيغة لهذا الغرض ويجب أن تضم جميع التفاصيل المتعلقة بالشكاوى كوصف الحادثة وهوية الشخص المسئول عنها والجهة التابع لها (إن وجدت) وتاريخ ومكان الحادثة (ذكر البوما والبايم والمطاعة والولاية) وزمن حدوثها. يجوز إرفاق ورقة إضافية بهذا النموذج عند الضرورة.

Action taken by the Chairperson:

الإجراء المتخذ من قبل رئيس المركز:

Name, contact details and signature of complainant, if any:

اسم المشتكي وإمضائه ورقم الهاتف (إن وجد)

Name, signature and

stamp of Chairperson:

اسم رئيس مركز الاستفتاء وإمضائه وختمه:

Annex no.6. Daily Account of Ballot Papers

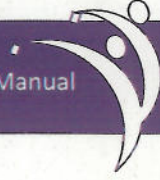


Southern Sudan Referendum Commission مفوضية استفتاء جنوب السودان

Daily Account of Ballot Papers

حساب بطاقات الاقتراع اليومي

	DAY 1 اليوم ١	DAY 2 اليوم ٢	DAY 3 اليوم ٣	DAY 4 اليوم ٤	DAY 5 اليوم ٥	DAY 6 اليوم ٦	DAY 7 اليوم ٧	
A Total number of ballots received by Ballot Paper issuer per day								أ المجموع الكلي لبطاقات الاقتراع المستلمة من قبل موظف صرف بطاقات الاقتراع في اليوم
B Number of spoiled ballots								ب عدد البطاقات التالفة
C Number of remaining ballots								ج عدد البطاقات المتبقية
Last ballot paper number issued								رقم آخر بطاقة إقتراع صرفت
Name and signature of Ballot Paper Issuer								اسم وإمضاء موظف صرف البطاقات
Name and signature of Chairperson (after confirming figures)								اسم وإمضاء رئيس مركز الاقتراع (بعد تأكيد الأرقام)
Name and signature of Observers								اسماء المراقبين وإمضاءاتهم





Annex no.7. Results Form

 SSRC Southern Sudan Referendum Commission	Southern Sudan Referendum Commission مفوضية استفتاء جنوب السودان Results Form (Original) أنموذج النتائج (الأصل)	RF
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المقاطعة/ المحلية: _____ County/Locality Name : _____ الولاية: _____ State Name : _____
 اسم مركز الاستفتاء : _____ Referendum Centre Name : _____
 رقم مركز الاستفتاء : _____ Referendum Centre Code : _____

Section 1. Fill by counting from the Registration Books

القسم ١: تتم تعينهته بحساب الأرقام الواردة في دفتر التسجيل

a. Total number of registered voters	<input style="width: 100%;" type="text"/>	أ. العدد الكلي للناخبين المسجلين
b. Total number of persons who voted	<input style="width: 100%;" type="text"/>	ب. العدد الكلي للأشخاص الذين صوتوا
c. Total number of persons who did not vote (c = a - b)	<input style="width: 100%;" type="text"/>	ج. العدد الكلي للأشخاص الذين لم يصوتوا (ج = أ - ب)

Section 2. RECONCILIATION (Fill in from used and unused ballot paper booklets and "Spoiled ballot paper envelope")

القسم ٢: المطابقة (تتم تعينهته بناءً على دفاتر بطاقات الاقتراع المستخدمة وغير المستخدمة والظرف الحاروي على بطاقات الاقتراع التالفة)

d. Total number of ballots received	<input style="width: 100%;" type="text"/>	د. العدد الكلي لبطاقات الاقتراع المستلمة
e. Total number of ballots spoiled	<input style="width: 100%;" type="text"/>	هـ. العدد الكلي لبطاقات الاقتراع التالفة
f. Total number of ballots unused	<input style="width: 100%;" type="text"/>	و. العدد الكلي لبطاقات الاقتراع غير المستخدمة
g. Total number of ballots issued voters (g = d - e - f)	<input style="width: 100%;" type="text"/>	ز. العدد الكلي لبطاقات الاقتراع المصروفة للناخبين (ز = د - هـ - و)

Fill in after opening the ballot box, before inspecting and sorting the ballots

تتم تعينهته بعد فتح صندوق الاقتراع قبل تفحص بطاقات الاقتراع وفرزها

h. Total number of ballots taken from ballot box(es)	<input style="width: 100%;" type="text"/>	ح. العدد الكلي لبطاقات الاقتراع المأخوذة من الصندوق (الصناديق)
CHECK 1. h should equal g (h = g)		
اختبار ١. ح يجب أن يساوي ز (ح = ز)		
Record figure of difference if any	<input style="width: 100%;" type="text"/>	تسجيل الاختلاف بالأرقام إن وجد

Section 3. RESULTS (Fill in after inspecting and sorting the ballots)

القسم ٣: النتائج (تتم تعينهته بعد تفحص بطاقات الاقتراع وفرزها)

i. Total number of votes for "Unity"	<input style="width: 100%;" type="text"/>	ط. العدد الكلي للأصوات لصالح الوحدة
j. Total number of votes for "Secession"	<input style="width: 100%;" type="text"/>	ي. العدد الكلي للأصوات لصالح الانفصال
k. Total number of invalid ballots	<input style="width: 100%;" type="text"/>	ك. العدد الكلي للبطاقات غير الصالحة
l. Total number of unmarked ballots	<input style="width: 100%;" type="text"/>	ل. العدد الكلي لبطاقات الاقتراع غير المؤشرة
m. Total number of ballots cast (m = i + j + k + l)	<input style="width: 100%;" type="text"/>	م. العدد الكلي لبطاقات الاقتراع التي أنلي بها (م = ط - ي - ك - ل)
CHECK 2. m should equal h (m = h)		
اختبار ٢. م يجب أن يساوي ح (م = ح)		

Signature of Chairperson إمضاء رئيس مركز الاستفتاء	<input style="width: 100%;" type="text"/>	Use Official Stamp Here الختم الرسمي
Signature of Observer إمضاء المراقب	<input style="width: 100%;" type="text"/>	
Signature of Observer إمضاء المراقب	<input style="width: 100%;" type="text"/>	



Annex no.8. Tamper Evident Bag 1



Southern Sudan Referendum Commission

مفوضية استفتاء جنوب السودان

Tamper Evident Bag

1

مظروف آمن - ١

State Name : _____ الولاية:

County/Locality Name : _____ المقاطعة/ المحلية:

Referendum Centre Name : _____ اسم مركز الاستفتاء :

Referendum Centre Code : رقم مركز الاستفتاء

Tick once inserted ضع علامة في خانة أرفق المادة	CONTENTS المحتويات
<input type="checkbox"/>	Final Referendum Register سجل الاستفتاء النهائي
<input type="checkbox"/>	Copy of the Material Transfer Form نسخة من نموذج نقل المواد
<input type="checkbox"/>	Other documents (If any) مستندات أخرى (إن وجدت)

Remarks : _____ الملاحظات:

Name and Signature of Chairperson _____ اسم رئيس المركز وتوقيعه:

Date (dd/mm/yy): _____ التاريخ (اليوم/الشهر/السنة):



Southern Sudan Referendum 2011

Annex no.9. Tamper Evident Bag 2



Southern Sudan Referendum Commission

مفوضية استفتاء جنوب السودان

Tamper Evident Bag

2

مظروف آمن - ٢

State Name : _____ الولاية:

County/Locality Name : _____ المقاطعة/ المحلية:

Referendum Centre Name : _____ اسم مركز الاستفتاء:

Referendum Centre Code : رقم مركز الاستفتاء

Tick once inserted ضع علامة في كل أرفاق المادة	CONTENTS المحتويات
<input type="checkbox"/>	Unused Ballot Box Seals أقفال صناديق الاقتراع غير المستخدمة
<input type="checkbox"/>	Official Stamp الختم الرسمي
<input type="checkbox"/>	Other items (If any) مواد أخرى (إن وجدت)

Remarks : _____ الملاحظات:

Name and Signature of Chairperson _____ اسم رئيس المركز وتوقيعه:

Date (dd/mm/yy): _____ التاريخ (اليوم/الشهر/السنة):



Annex no.10. Tamper Evident Bag A



Southern Sudan Referendum Commission

مفوضية استفتاء جنوب السودان

Tamper Evident Bag

A

مظروف آمن - أ

Final Destination (only open TEB at):
Data Centre SSRB/ SSRCالرجعة النهائية (يفتح المظروف الآمن فقط في)
مركز البيانات التابع لمكتب استفتاء جنوب السودان/ مفوضية استفتاء جنوب السودان

State Name : _____ الولاية:

County/Locality Name : _____ المقاطعة/ المحلية:

Referendum Centre Name : _____ اسم مركز الاستفتاء:

Referendum Centre Code : رقم مركز الاستفتاء

Tick once inserted ضع علامة في حال إدخال العبوة	CONTENTS المحتويات
<input type="checkbox"/>	RF - Results Form Original نموذج النتائج الأصلي

Remarks : _____ الملاحظات:

Name and Signature
of Chairperson _____ اسم رئيس المركز وتوقيعه:

Date (dd/mm/yy): _____ التاريخ (اليوم/الشهر/السنة):



Southern Sudan Referendum 2011

Annex no.11. Tamper Evident Bag B



Southern Sudan Referendum Commission

مفوضية استفتاء جنوب السودان

Tamper Evident Bag

B

مظروف آمن - ب

Final Destination (only open TEB at):
County Sub-Committee

الوجهة النهائية (يفتح المظروف الآمن فقط في)
اللجنة الفرعية في المقاطعة

State Name : _____ الولاية:

County/Locality Name : _____ المقاطعة/ المحلية:

Referendum Centre Name : _____ اسم مركز الاستفتاء:

Referendum Centre Code : رقم مركز الاستفتاء

Tick once inserted ضع إشارة في حال إدخال المادة	CONTENTS المحتويات
<input type="checkbox"/>	RF-Results Form Copy 2 النسخة الثانية من نموذج النتائج
<input type="checkbox"/>	Referendum Centre Journal دفتر يوميات مركز الاستفتاء

Remarks : _____ الملاحظات:

Name and Signature
of Chairperson

اسم رئيس المركز وتوقيعه:

Date (dd/mm/yy):

التاريخ (اليوم/الشهر/السنة):



Annex no.12. Tamper Evident Bag C



Southern Sudan Referendum Commission

مفوضية استفتاء جنوب السودان

Tamper Evident Bag

C

مظروف آمن - ج

Final Destination (only open TEB at):
State High Committeeالوجهة النهائية (يفتح المظروف الآمن فقط في)
اللجنة العليا في الولاية

State Name : _____ الولاية:

County/Locality Name : _____ المقاطعة/ المحلية:

Referendum Centre Name : _____ اسم مركز الاستفتاء:

Referendum Centre Code : رقم مركز الاستفتاء

Tick once inserted ضع إشارة في حال أرفق المادة	CONTENTS المحتويات
<input type="checkbox"/>	RF-Results Form Copy 3 النسخة الثالثة من أنموذج النتائج

Remarks : _____ الملاحظات:

Name and Signature
of Chairperson _____ اسم رئيس المركز وتوقيعه:

Date (dd/mm/yy): _____ التاريخ (اليوم/الشهر/السنة):



Annex no.13. Material Transfer Form - Retrieval



Southern Sudan Referendum Commission
مفوضية استفتاء جنوب السودان
Material Transfer Form
أنموذج نقل المواد

RETRIEVAL

الاسترجاع

State Name : _____ County/Locality Name : _____ المقاطعة/ المحلية:

Referendum Centre Name : _____ اسم مركز الاستفتاء:

Referendum Centre Code :

رقم مركز الاستفتاء

NO الرقم	Item description مواصفات المواد	Quantity الكمية	Serial No. (if applicable)/ Remark الرقم التسلسلي (إن وجد) / ملاحظات
SENSITIVE MATERIAL المواد الحساسة			
1	Ballot Box with ballots and Tamper Evident Bags 1 and 2 صناديق الاقتراع بداخلها بطاقات الاقتراع المظروف الأمن ١ و ٢		
2	Tamper Evident Bag A مظروف أمن أ		
3	Tamper Evident Bag B مظروف أمن ب		
4	Tamper Evident Bag C مظروف أمن ج		
NO الرقم	Item description مواصفات المواد	Quantity الكمية	Serial No. (if applicable)/ Remark الرقم التسلسلي (إن وجد) / ملاحظات
NON SENSITIVE MATERIAL المواد غير الحساسة			
5	Polling Kit صندوق مواد الاقتراع		
6	Registration Kit صندوق مواد التسجيل		
7	Voting Screens ستائر التصويت		
8	Empty Ballot Box(es) صناديق الاقتراع الفارغة		
Any other item(s) if any			

	Name الاسم	Title الوظيفة	ID No. رقم البطاقة	Signature الإمضاء	Date التاريخ
Handed over by مسلمة من قبل					
Received by مستلمة من قبل					

Original - Person handing over Copy - Person receiving

الأصل- مسلم من قبل ، النسخة- المستلم

Remarks:

ملاحظات


Annex no.14. Form to used during polling and counting

Forms	Purpose	To be used before/during/after	Format
Material Transfer Form - Distribution - Retrieval	To keep track of all polling materials handed over and received.	Before the polling process starts During the polling process After the polling and counting processes	Printed separately. A copy of the 'Material Transfer Form – Distribution' is available in the RC Polling Journal
Record of Seals	To ensure transparent safeguarding of the ballot box and record the serial numbers of the seals used to seal the ballot box and its slot.	During polling and counting	Form printed in the RC Polling Journal
Daily Account of Ballot Papers	To account for the ballot papers provided every day to the ballot paper issuer.	During polling	Form printed in the RC Polling Journal
Record of Complaint	To guide the Chairperson on how to describe any incident that may occur in the Referendum Centre, and to be reproduced	During polling and counting	Form printed in the RC Polling Journal
Polling checklist	To check that all steps of the polling process are accurately followed	Before and during polling	Form printed in the RC Polling Journal
Counting checklist	To check that all steps in the counting process are accurately followed	During counting	Form printed in the RC Polling Journal
Results Form	To record the results of the Southern Sudan Referendum	During counting	Form printed separately